

## Pre-Application for Seasonal Summer Programs Employment

**To apply for seasonal employment with the Recreation Department, follow these easy steps:**

- Read this information carefully before completing the attached pre-application form and before coming in to be interviewed.
- Send in your completed pre-application form.
- If you are selected for an interview, a career recreation professional will contact you to set up an interview (Note: The selection process may take several weeks, and an interview is not guaranteed.)
- **Keep this information for future reference!**
- **You must be at least 16 years old to be considered for employment**
- Under 16 years old? Contact the Upcounty office for more information about volunteer opportunities within the County.

## Camp Overviews

### Camps

- There are many exciting camps: Art for ages 6-8; Performing Arts for ages 6-8 and 9-12; Outdoor Nature for ages 9-13; Sports for ages 5-12; Camp Imagination with advertised session themes for ages 5-8; Multi-Interest camps for ages 5-8 and 8-12; Travel camps for ages 8-12; Science camp for ages 6-8, and more.
- Camps go swimming one to two times per week and most go on one field trip per session.
- Camps operate for six to eight weeks: 06/21/10 to 07/30/10, 08/06/10 or 8/13/10 (Note: closed Monday, July 5)
- Work hours are from 8:45 am to 3:45 pm, Monday through Friday.
- Directors and Assistant Directors have weekly staff meetings with recreation specialist.
- The staff-to-camper ratio is 1:10, not including the Camp Director.
- Pay for Camps: Camp Directors/Assistants — 40 hours/week; staff — 35 hours/week
- Mandatory training will be held in June during the afternoons or evenings and may include 1 Saturday session.

### Additional Needs

- Lifeguards needed at Seneca Outdoor Nature Camp in Germantown with an onsite pool and Outdoor Nature camps offering canoeing.
- Canoe instructors needed at Outdoor Nature Camps (Training available in early June).
- Spanish language proficiency (particularly in the Burtonsville, Wheaton and Germantown areas).

### Extended Camps

- Extended Camps provide supervised activities such as active games and open gym time, as well as crafts and board games.
- Extended Camps operate for seven or eight weeks: 06/21/10 to 08/06/10 or 8/13/10 (Note: closed Monday, July 5)
- Work hours are from 6:45 to 9:30 am and 3:00 to 6:15 pm, Monday through Friday.
- Directors and Assistant Directors have weekly staff meetings with recreation specialist.
- The staff-to-camper ratio is 1:15, not including the Camp Director.
- Extended Camps provide supervision for ages 5-13.
- Pay for AM Extended Camp: Camp Directors — 12.5 hours/week; staff — 11.5 hours/week\*
- Pay for PM Extended Camp: Camp Directors — 17.5 hours/week; staff — 15 hours/week\*
- (\*Unless modified to fit a specific arrangement, not to exceed 40 hours)
- Mandatory training will be held in June during the afternoons or evenings and may include 1 Saturday session.

### Little People Centers

- LPCs provide arts and crafts, games, storytelling and special events for 4-5 year olds.
- LPCs operate for six or seven weeks: 06/21/10 to 07/30/10 (Note: closed Monday, July 5)
- Work hours are from 8:45 am to 1:15 pm, Monday through Friday.
- Directors and Assistant Directors have weekly staff meetings with recreation specialist.
- The staff-to-camper ratio is 1:10, not including the Camp Director.
- Pay for LPCs: Camp Directors/Assistants — 25 hours/week; staff — 22.5 hours/week
- Mandatory training will be held in June during the afternoons or evenings and may include 1 Saturday session.

# Additional Summer Employment Opportunities

## Summer Fun Centers

- SFCs provide arts, crafts, sports, games, and special events; no swimming or field trips.
- SFCs operate for six weeks: 06/28/10 to 08/06/10 (Note: closed Monday, July 5)
- Work hours are from 8:45 am to 4:15 pm for most sites; 7:45 am to 3:15 pm at selected sites, Monday through Friday.
- Selected sites have extended hours from 3:00 to 6:00 pm; staff hours may be adjusted, but will not exceed 40 hours per week.
- The staff-to-camper ratio is 1:15. The age of participants is 5-12 at most sites; 5-13 at selected sites.
- Pay for SFCs: Camp Directors/Assistants – 40 hours/week; staff – 37.5 hours/week
- Mandatory training will be held in June (generally T-F of the week before the program start date).

## Extended Learning Opportunity (ELO) Sites

- ELO sites provide arts and crafts, games and sports activities.
- ELO sites operate for four weeks: 07/06/10 to 07/30/10 (in cooperation with MCPS).
- Work hours are typically from 11:45 am or 12:45 pm to 4:45 pm (Note: hours vary from site to site)
- Spanish language proficiency is desirable.
- Pay for ELO sites: Directors/Assistants – varies from 25 to 30 hrs/week; staff – varies from 20 to 25 hrs/week
- Mandatory training will be held in June.

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## Hiring Procedures: *What to Expect*

- **Your employment is contingent upon being cleared by Occupational Medical Services (OMS).**
- You may not begin work until you have been cleared by OMS. Therefore, it is imperative that you submit the Medical History form immediately by faxing it to **OMS** as it takes several weeks to process (**fax: 240-777-5132**).
- You will be called to schedule time to be fingerprinted, and you must show your original Social Security card and a photo ID as part of the hiring requirements. You must also complete all forms in the employment packet. (At times, fingerprint cards are rejected or forms are returned due to incomplete information. If this happens, you are expected to complete the returned paperwork within 24 hours.)
- ***You cannot work until all paperwork is completed, turned in and approved in writing by the Hiring Coordinator. Failure to complete the paperwork will result in cancellation of the Hiring Agreement.***
- If you are selected for a position, you will be sent a Summer Temporary Employment Agreement to sign.
- You must return the Agreement by the deadline to receive a conditional offer of employment. By signing the Agreement, you are indicating a commitment to work the dates of the program at the stated pay rate.

## Pay Information

- You will be paid every two weeks, but the check will arrive two weeks after your actual work.
- Example: For pay period 06/06/10 to 06/19/10, you will receive your pay check on 07/02/10.
- The Agreement will indicate the pay level you are being offered. You will be offered a pay level (below) that reflects the position's level of responsibility and/or your experience.

Position	Grade	Pay Range
Camp Counselor	Grade S1-S3	\$7.00 - \$8.83
Assistant Camp Director	Grade S4-S5	\$9.82 - \$11.14
Camp Director	Grade S6	\$13.78
Camp Area Coordinator	Grade S7	\$16.45

### CPR and First Aid

- **All camp staff is required to have current certification in CPR and First Aid.** Summer Fun Centers and ELO's have at least 3 staff certified on site at all times.
- You may arrange for your own training or attend one of the training sessions scheduled by the Recreation Department. ***It is your responsibility to get the appropriate certifications.***

**Montgomery County Department of Recreation Summer Camps**  
**Pre-Application for Summer Employment**  
4010 Randolph Road. Silver Spring, Maryland. 20902

**POSITION YOU ARE APPLYING FOR: please check all that apply**

Camp Director ☐

Assistant Camp Director ☐

Camp Counselor ☐

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(Month/Day/Year)

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

College Address: \_\_\_\_\_

Year of High School Graduation: \_\_\_\_\_ Year of College Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

- Employees are expected to attend up to 15 hours of orientation in June and work six to eight weeks beginning June 21 until August 6, 2010. Some programs run until August 13, 2010.

Are you able to arrange your personal schedule around these dates? ☐ Yes ☐ No

- Check all Montgomery County regions that interest you (break down of regions are on the fourth page):

☐ Mid County Region

☐ UpCounty Region

☐ Down County Region

☐ Open to all regions

☐ Interested in a camp that rotates to different locations (within the same region).

What specific location or program interests you and why? \_\_\_\_\_

- Language proficiencies other than English, if any: \_\_\_\_\_

- Certifications: Please be prepared to hand in a copy of your certifications with your formal hiring paperwork

TYPE OF CERTIFICATION	YES	NO	EXPIRATION DATE
CPR (adult/children)			
First Aid			
Lifeguard			
Pool Operator			
Canoe Instructor			

- Please give details below about your previous summer camp employment.

Name of Camp: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

- List all current and/or previous employment and volunteer experience (i.e., especially jobs in which you were involved with children):

\_\_\_\_\_  
\_\_\_\_\_

- List any classes that you have completed relating to working with children or leadership:

\_\_\_\_\_

- Check the age group and type of program that interests you

☐ 4-5 years

☐ 5-8 years

☐ 9-13 years

☐ No Preference

☐ Full day

☐ Half day

☐ Extended Camp

☐ No Preference

- Briefly explain your experience in the following areas that would relate to working with children, camps and programs:

**SPORTS:** \_\_\_\_\_

**DRAMA:** \_\_\_\_\_

**NATURE:** \_\_\_\_\_

**ART:** \_\_\_\_\_

**SCIENCE:** \_\_\_\_\_

- If you have worked or volunteered as a CIT for the Montgomery County Department of Recreation, please give the name, the location and dates of the program for which you worked/volunteered:

\_\_\_\_\_ Dates: \_\_\_\_\_

- If you have never worked or volunteered for the Montgomery County Department of Recreation, you **must give** the names of two references that we may contact (*Must be adults unrelated to you. **NO PERSONAL REFERENCES***). ***This must be filled out completely***

**Name/Title**

**Address**

**Phone**

1. \_\_\_\_\_

2. \_\_\_\_\_

- Have you ever been convicted of an offense other than minor traffic violations?

☐ Yes

☐ No

If yes, give details. \_\_\_\_\_

(Note: A conviction does not automatically exclude you from consideration for employment.)

- Share any additional information you would like that is not addressed above:

\_\_\_\_\_

- How did you hear about us? (please be specific) \_\_\_\_\_

- **Please submit this pre-application to only one Recreation Specialist.** You will be called for an interview based on the availability of positions and the qualifications you have listed. Please return this form to the region where you want to work.

**Montgomery County Department of Recreation**  
**Mid County Camps – Paula M. Rodgers**  
**4010 Randolph Road, Silver Spring, MD 20902**

**Montgomery County Department of Recreation**  
**Upcounty Camps – Doug Simpson**  
**12900 Middlebrook Road, Germantown, MD 20876**

**Montgomery County Department of Recreation**  
**Down County Camps – Jennifer Dover**  
**11315 Falls Road, Potomac, MD 20854**

**Montgomery county Department of Recreation**  
**East County Camps – Jewell Lyons**  
**14906 Old Columbia Pike, Burtonsville, MD 20866**

**Mid County Region**

Aspen Hill, Olney, Wheaton, Kensington, Sandy Spring  
 240-777-4930 / FAX: 240-777-6816

**UpCounty Region**

Clarksburg, Damascus, Gaithersburg, Darnestown,  
 Germantown, Poolesville  
 240-777-6940 / FAX 240-777-6945

**Down County Region**

Bethesda, Chevy Chase, Potomac, North Bethesda,  
 240-777-6900 / FAX: 240-777-6902

**East County Region**

Briggs Chaney, Burtonsville, Fairland, Takoma Park  
 240-777-4980 / FAX: 240-777-4981